



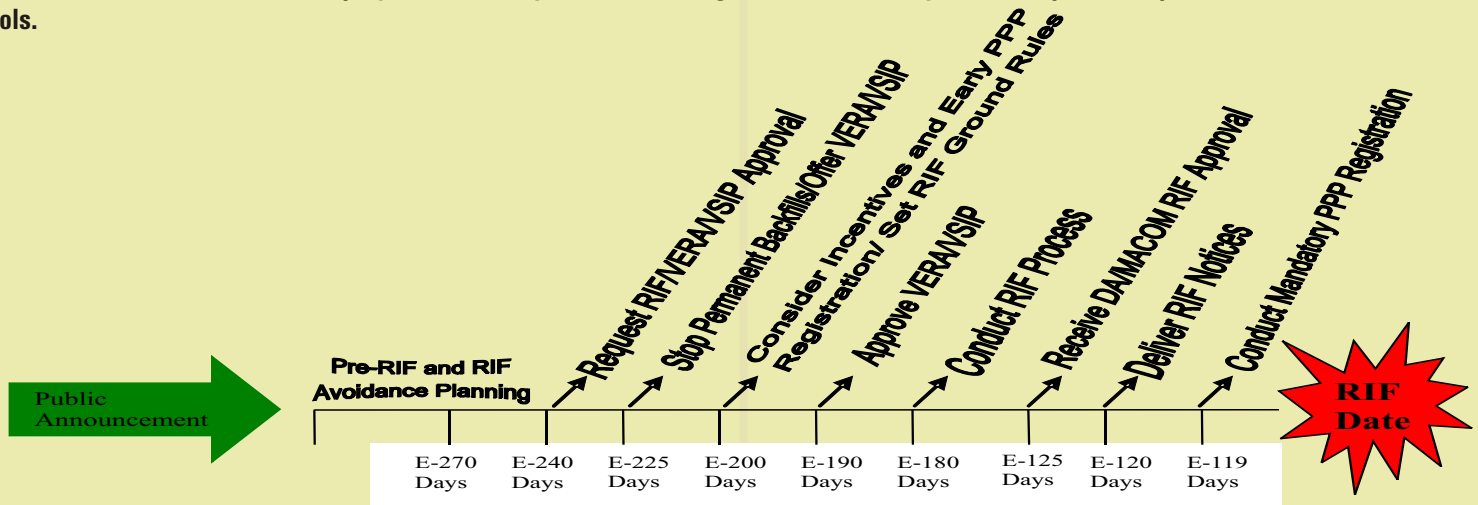
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Rebasing News

YOUR GUIDE TO TRANSFORMATION IN EUROPE - U.S. APPROPRIATED FUND EMPLOYEES

U.S. Appropriated Fund Employee RIF Timeline

With the recent announcement of the FY07 Rebasing and Restructuring Actions for the Army in Europe, it's not too soon to begin planning for your U.S. Appropriated Fund (AF) workforce reductions. By proactive planning and aggressive management, it may be possible to realize required reductions without separating employees. There are numerous tools available to reduce the impact of a RIF. These tools include: tour rotation management, early registration in the priority placement program, management-directed reassignments, and use of VERA and VSIP. The timeline for U.S. AF employees is 270 days. Your servicing CPAC can advise you of the specific requirements for each of these tools.



3 FAQs

Q: What type of things should managers consider during pre-RIF planning?"

A: Things to consider during pre-RIF planning include reviewing the current organization structure and projected end state organization to determine future staffing needs. Supervisors should be reviewing job descriptions for accuracy. Appropriate management of tour extensions and tour curtailments will ensure decisions are consistent with operational needs and end state projections. Although used infrequently in an OCONUS environment, Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) are tools that can potentially free up vacancies for placement of surplus employees. During the planning stages, supervisors should begin identifying potential VERA/VSIP recipients, establish a time line to freeze permanent recruitment for placing surplus employees, and look at alternative methods of staffing positions (i.e., detail, reassignments, temporary promotions, etc.). Supervisors should encourage employees to review their specific personnel information using the MyBiz tool available through the Army CPOL Portal (www.cpol.army.mil)

Q: Why is the RIF milestone plan/timeline important?

A: The RIF milestone plan provides management a roadmap with realistic timeframes to ensure timely execution of a RIF. The timeline includes specific

actions that are either required or recommended and ensures that all regulatory and statutory requirements are met in the conduct of a RIF.

Q: What are the advantages of providing employees a 120-day RIF notice when the regulatory requirement is a 60-day notice period?

A: Federal regulations, 5 CFR 351.801, require at least a 60-day notice period when a RIF notice is issued. A 120-day notice period in the OCONUS arena would provide RIF impacted individuals the necessary additional time to complete any out-processing and relocation efforts involved. The additional period also allows impacted individuals more time to secure another positions, including additional time in Priority Placement Program (PPP). All OCONUS allowances (i.e. LQA, TQSA) terminate on the RIF separation date. While the 120-day notice period provides an additional tool to help lessen the impact of RIF, it should be noted that the minimum notice remains at 60 days.



FEEDBACK

Your suggestion for future topics and or questions regarding civilian personnel aspects of Rebasing/Restructuring/RIF that you would like to see addressed via this forum would be appreciated.
Send comments to CHREURRDO@cpocea.army.mil